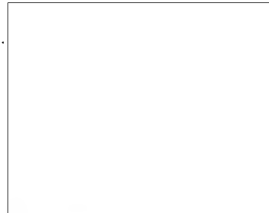


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19 October 1948

At a meeting held in Communications Division offices 19 October 1948 at 0900 the following were present:



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Procedure as related to the administrative phases of communications supply as the result of General Order [redacted] was discussed and the following recommendations were advanced:

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1. Supply/CIA will issue a Supply Catalog covering the stock of communications items on hand co-ordinating with CCD/ER for nomenclature. Spare parts and small components to use [redacted]
2. All requisitions for shipment of communications gear to OSO activities will originate in CCD, with physical handling of shipment by Supply/CIA.
3. Stock levels of Communications gear will be subject to control CCD and no such items will be declared excess/surplus or be disposed of as such without approval CCD.
4. Warehouse personnel currently assigned to [redacted] will be transferred to Supply/CIA without reduction in current grades.
5. Inspection Section/E&R will remain under CCD.
6. Final inspection for Communications gear released to Cargo for shipment is the responsibility of CCD/E&R.
7. Contracts for Communications gear will be negotiated by Supply/CIA in coordination with CCD.
8. Material received against Communications purchases subject to inspection and approval by CCD/E&R as to technical phases of contract compliance.

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It is understood that in cases involving operational necessity that Supply/CIA can make emergency purchases upon submission of justification by requisitioning activity.

10. Communications will be furnished copies of all S/R vouchers involving communications and electronics gear in order that a memorandum stock record may be kept in CCD for operational purposes.
11. No communications gear shall be substituted on cargo without OK by CCD/OPS.
12. All requisitions for Communications gear to Acct. #1 will be screened by CCD. Receiving will be accomplished by Supply/CIA with advice to Account #1 and CCD.
13. It will be the responsibility of CCD/OPS to set up priority of cargo dispatch involving shipment of communications gear.
14. An officer should be set up either in Supply/CIA or Communications/OSO who will function administratively as a Logistics Officer coordinating the acquisition, requisitioning, shipping and programming of communications equipment to be located physically with Communications regardless of T/O location.
15. It is anticipated that a necessity for duplicating the test equipment as set up STAT
 will arise.
16. Stock records for overseas communications gear will be kept in Supply/CIA covert.

It is recommended that an overall administrative order be accomplished, coordinating the use, development and purchase of communications and electronics gear, with Communications, as well as budgeting by all CIA subdivisions for communications gear for each fiscal period permitting proper servicing communicationswise of the agency by CCD as required by existing regulations.

cc: CAS
CCD
Supply/CIA
OPS

Communications Equipment

For the purpose of this memorandum "Communications Equipment" is construed to mean all items used in electrical communications wire or radio and in the installation, repair, maintenance and servicing thereof, sound recording and reproducing equipment and its related accessories, electrical generator equipment however powered and electronics equipment of all types.

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